



ACM SYSTEM CERTIFICATE OF INSURANCE- REQUEST FORM

To request a certificate of insurance for your shoot under the Academy for Creative Media, System, the following information is needed **at least 3 weeks in advance of your shoot.**

E-mail this form to: pkj@hawaii.edu

Full Name: _____

CM Course: _____

Campus: _____

Name of Your Production: _____

Date(s) of the Production: _____

Owner of the Property: _____

Address of the Property: _____

Short Description of Activities that will be done on Property: _____

Required: Attach any certificate of additional insured paperwork provided to you by the Property Owner, if applicable. **Also, note if a Location Release was obtained** for the Property in lieu of a Request for a Certificate of Additional Insured (Insurance).